

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Special Meeting
Friends Room, Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
August 28, 2018
7:00 P.M.**

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational,
and informational needs of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL David Barron, Jason Dhing, Gloria Guerrero and Andrew Yam

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of July 17, 2018
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

a. RECEIPT AND EXPENDITURE REPORT:

Monthly Expenditure Summary Report by Object as prepared by Management Services

b. TRUST AND AGENCY ACCOUNT REPORT:

Monthly report on Balances in Library Trust and Agency Accounts

c. LIBRARY FINES REPORT:

Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

NEW BUSINESS

6. HOURS OF OPERATION POLICY

Review of Hours of Operation policy revised to include Friday closure

It is recommended that the Library Board of Trustees consider:

- (1) Approving this revised policy; and
- (2) Take such additional, related, action that may be desirable.

7. SPACE MANAGEMENT CONSULTATION

Discussion of offer of services from space management consultant Tammy Sam, who wishes to make recommendations (at no cost) on the best use of space within the library

It is recommended that the Library Board of Trustees consider:

- (1) Approving this offer of services; and
- (2) Take such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

ADJOURNMENT

The next meeting is scheduled for September 18, 2018 at 7:00 P.M. in the Friends Room.